

A JOINT USE COOPERATIVE AGREEMENT BETWEEN THE
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT, THE CITY OF HERCULES AND
CONTRA COSTA COUNTY FOR THE HERCULES LIBRARY

1. Parties and Purpose.

Effective with the receipt of funding from the State of California Library Bond Act, the Contra Costa County Library, the City of Hercules and the West Contra Costa Unified School District agree to develop and operate a combined Computer/Homework Help Center in the Hercules Public Library that jointly serves both public library users and K-12 students for a period of twenty years.

2. Definition of the roles and responsibilities of each party with respect to funding, staffing, supervision, operation, management and others as applicable.

The Contra Costa County Library will provide staffing, supervision, operation and management of the computer and homework help center to be located in the new Hercules Public Library. The West Contra Costa Unified School District (WCCUSD) agrees to participate in the development of programs and services that support the computer and homework help needs of students in grades K-12.

Funding will be provided jointly by the Contra Costa County Library, West Contra Costa Unified School District and the City of Hercules. The Contra Costa County Library will fund salary and benefits for staff for 35 hours of service weekly at the Hercules Public Library. The WCCUSD agrees to fund salary and benefits of staff who will be assigned, as part of their responsibilities, liaison duties for the partnership project with the Library as well as teachers who will provide training for volunteer tutors. The WCCUSD agrees to fund salary and benefits of Adult Education staff who will offer evening classes for parents and other community members. The City of Hercules agrees to fund a Recreation Department staff person who will supervise the computer center in the afternoons.

3. Description of the joint library services and how they will be provided:

How each program service relates to the County Library Goals, and the objectives of the program, are described on Addendum #1.

Computer Center:

- Hercules Public Library staff and WCCUSD staff will develop and offer a range of computer literacy classes covering introductory to advanced skill levels.
- Hercules Public Library staff and professional development staff in the WCCUSD will plan and hold an open house for Hercules' kindergarten through 12th grade teachers in the library every fall.
- Access to computer resources, including the Internet will be available to Hercules students, their parents and the general public.
- Computer literacy activities for students and their families will be offered. Topics of classes may include:
 - SAT and other test taking skills
 - Keyboarding skills
 - How to use advanced programs, such as Excel, Access and PowerPoint

- How to help your children succeed at school
- Job search skills
- Resume writing
- How to identify legitimate web sites for student research
- How to keep your children safe on the web

Homework Center:

- Contra Costa County Library will provide specialized print and electronic resource collections responsive to curriculum needs.
- The Library will provide appropriate support tools, such as bibliographies, listing of web sites, and pathfinders
- Contra Costa County Library will support Hercules Public Library with central services, such as:
 - Telephone reference 9 a.m.-9 p.m., Mon-Thurs and 9 a.m.-6 p.m. Fri.-Sat
 - QandA café – a real-time reference assistance service available via the web
 - Access to the library’s collection, including NetLibrary ebooks
 - Many full text electronic reference databases
 - Access from home, school or office to the Library’s web site and available services, 24 hours a day, 7 days a week.
- The library will offer programs to guide and develop K-12 students’ use of library electronic resources. Library staff will provide quarterly programs, including family programs to introduce students to the Internet, review the variety of Internet sites supporting research and homework assignments. Program workshops will also focus on overall use of the Internet, including navigation, search strategies and notable search sites, in addition to the introduction and searching of electronic databases.
- Hercules Public Library staff will work with Hercules High School staff to recruit and train high school students to tutor elementary and middle school students in math and reading.
- Hercules Public Library staff will work with the City of Hercules to recruit seniors and other adults to tutor students K-12. WCCUSD staff will provide tutor training for the volunteers.
- 4. The library hours of service for the public and for the students:**
The Hercules Public Library will be open for the public and for students 35 hours per week, six days per week. The schedule is as follows:

Monday	1-9
Tuesday	1-9
Wednesday	Closed
Thursday	10-6
Friday	1-5
Saturday	10-5

5. The number and classifications of staff members:

Branch Librarian (32/40)
Librarian (20/40)
3 Library Assistants (20/40)
Clerk (32/40)
Clerk (20/40)
Library Student Assistants (45 hours)

6. The use of volunteers, if any:

Contra Costa County Library and the WCCUSD will collaborate to identify appropriate student and adult volunteers to work with students on homework assignments. The Library has a Volunteer Coordinator who actively solicits volunteers for all branches in the Library. She will work with the Hercules Public Library staff to develop a volunteer recruitment plan and training program. Contra Costa County Library ranks first out of 37 San Francisco Bay Area libraries in its use of volunteers to support library programs and services. Examples of volunteers include high school students with community service goals, community college students, graduate library school interns, retired teachers and other seniors.

7. Identification of the location of the proposed joint use project:

The Computer/Homework Center will be housed at the Hercules Public Library which will be located at the corner of Sycamore and Civic Drive in Hercules.

8. Ownership of the site, facility, furnishings, equipment, and library materials:

The Hercules Public Library site and facility will be owned by the City of Hercules and operated by the Contra Costa County Library. The City of Hercules will purchase furnishings, equipment and an opening day collection for the new facility.

9. All sources and uses of funding:

Library

Salaries and benefits for library staff
On-going collection

School

Salaries and benefits for school staff
Training of volunteer tutors
Adult Education teachers for workshops
In-kind expertise on curriculum

City of Hercules

Salaries and benefits for Recreation Department staff
Computers and other equipment

10. Responsibility for facility operation, maintenance and management:

Contra Costa County Library agrees to operate the Hercules Public Library and will develop an Agreement with the City of Hercules. The City of Hercules will maintain and manage the Hercules Public Library facility.

11. Review and modification process for the conditions of the agreement:

The Contra Costa County Library and the West Contra Costa Unified School District will meet annually to review the goals and objectives of this agreement. Amendments to this agreement will be approved in writing by the parties and the governing bodies of each party

to this agreement. Library and school staff involved in delivering programs and services of this agreement directly to K-12 students will meet quarterly, or as needed, to review and modify activities. The Library and the School District will evaluate the Homework and Computer Center programs annually and submit a report to the governing body of the City of Hercules, the West Contra Costa Unified School District and the Contra Costa County Library.

12. Field Act applicability to the project:

a. A statement that the project will or will not be subject to the Field Act.

The Hercules Public Library will not be subject to the Field Act.

b. The rationale for the determination regarding the Field Act applicability.

The Computer/Homework Help Center will only provide space for 21 students at one time.

13. Term: A 20-year commitment to providing joint use library services consistent with the intent of the cooperative agreement.

The Contra Costa County Library and the West Contra Costa Unified School District agree to provide joint use library services consistent with the intent of the cooperative agreement for twenty (20) years to begin with the opening of the new Hercules Public Library.

14. Acknowledgement and incorporation of Education Code section 19999 and section 20440 (e) (3) (G) of these regulations which requires the provision of public library direct services for 40 years.

The City of Hercules agrees and Contra Costa County acknowledges the provisions of the California Education Code section 19999 and 20440 (e) (3) (G) which require that the facility be dedicated to public library direct service use for 40 years, following completion of the project regardless of any operating agreements the City may have with other jurisdictions or parties. Each governing body has approved these provisions, as appropriate, as documented in the attached resolutions.

15. Indemnification.

Each party shall defend, indemnify, save, and hold harmless the other parties, their agents, and employees, against any and all claims, demands, suits, costs, expenses, and liability for any damages, injury, sickness, or death arising directly or indirectly from, or in any way connected with, work or services performed under this agreement by that party and shall reimburse the other parties for any expenditures, including reasonable attorney's fees, they may make by reason of such matters. This section shall survive any termination of this agreement.

16. No Third-Party Beneficiaries

Nothing in this Agreement, express or implied, is intended to confer on any person, other than the Parties to this Agreement and their respective successors, any rights or remedies under or by reason of this Agreement.

17. Successors-in-Interest.

This agreement shall be binding on any successors-in-interest of any of the Parties.

18. Entire Agreement.

This agreement contains all the terms agreed to by the parties on the subject matter of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties.


19. Term.

This agreement becomes effective with the receipt of funding from the State of California Library Bond Act, and will terminate 20 years from the opening date the Hercules Public Library.

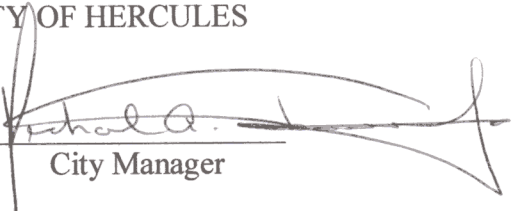
WEST CONTRA COSTA SCHOOL DISTRICT

By: 
Superintendent

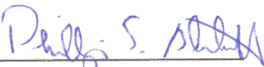
COUNTY

By: 
County Librarian
6-4-02

CITY OF HERCULES

By: 
City Manager

APPROVED AS TO FORM

By: 
County Counsel
Deputy 6/4/02

SERVICE	PLAN OF SERVICE	
	GOAL	OBJECTIVE
Computer Center: Hercules Public Library staff will work with WCCUSD staff to develop and offer a range of computer literacy classes covering introductory to advanced skill levels.	Goal #1: Children and young adults in the community have access to a range of high quality services	Objective 6: To partner with West Contra Costa Unified School District to provide an afterschool Computer/Home-work Help Center for students kindergarten through 12 th grade in the library.
Hercules Public Library staff will work with professional development staff in the WCCUSD to plan and hold an open house for Hercules' kindergarten through 12 th grade teachers in the library every fall	Goal #1: Children and young adults in the community have access to a range of high quality services	Objective 7: To work with professional development staff in the West Contra Costa Unified School District and the John Swett Unified School district to plan and hold an open/house for Hercules' kindergarten through 12 th grade teachers in the library every fall.
Access to computer resources, including the Internet will be available to Hercules students, their parents and the general public.	<p>Goal #1: Children and young adults in the community have access to a range of high quality services</p> <p>Goal # 2: Community members are able to obtain materials and services to pursue their own learning and meet their individual information needs</p>	<p>Objective 6: To partner with West Contra Costa Unified School District to provide an afterschool Computer/Home-work Help Center for students kindergarten through 12th grade in the library.</p> <p>Objective 2: To collaborate with Hercules Recreation and community Services Department and West Contra Costa Adult Education on providing a series of programs for seniors on using computers and taking advantage of new information technology.</p>
Computer literacy activities	Goal # 2: Community	Objective 3: Provide public

SERVICE	PLAN OF SERVICE	
	GOAL	OBJECTIVE
<p>for students and their families will be offered. Topics of classes may include:</p> <ul style="list-style-type: none"> • SAT and other test taking skills • Keyboarding skills • How to use advanced programs, such as Excel, Access and PowerPoint • How to help your children succeed at school • Job search skills • Resume writing • How to identify legitimate web sites for student research • How to keep your children safe on the web 	<p>members are able to obtain materials and services to pursue their own learning and meet their individual information needs</p>	<p>training to assist library users navigate the library's electronic resources</p>
<p>Homework Center: Contra Costa County Library will provide specialized print and electronic resource collections responsive to curriculum needs.</p>	<p>Goal #3: Collections meet the variety of educational, recreational and cultural information needs of the community</p>	<p>Objective 1: To select and purchase efficiently and effectively an opening day collection that meets user demand for recreational and informational materials in a variety of media based upon information gathered in the community Library Needs Assessment and upon the priorities outlined in the Contra Costa County Library Collection Development Plan</p>
<p>The Library will provide appropriate support tools, such as bibliographies, listing of web sites, and pathfinders</p>	<p>Goal #3: Collections meet the variety of educational, recreational and cultural information needs of the community</p>	<p>Objective 1: To select and purchase efficiently and effectively an opening day collection that meets user demand for recreational and informational materials in a variety of media based upon information gathered in the community Library Needs Assessment and upon the priorities outlined in the Contra Costa County Library</p>

SERVICE	PLAN OF SERVICE	
	GOAL	OBJECTIVE
<p>Contra Costa County Library will support Hercules Public Library with central services, such as:</p> <ul style="list-style-type: none"> • Telephone reference 9 a.m.-9 p.m., Mon-Thurs and 9 a.m.-6 p.m. Fri.-Sat • QandA café – a real-time reference assistance service available via the web • Access to the library's collection, including NetLibrary ebooks • Many full text electronic reference databases • Access from home, school, or office to the Library's web site and available services, 24 hours a day, 7 days a week. 	<p>Goal #7: Technology is utilized to improve and increase public access to library materials and services</p> <p>Goal # 2: Community members are able to obtain materials and services to pursue their own learning and meet their individual information needs</p> <p>Goal #7: Technology is utilized to improve and increase public access to library materials and services</p> <p>Goal #3: Collections meet the variety of educational, recreational and cultural information needs of the community</p> <p>Goal #7: Technology is utilized to improve and increase public access to library materials and services</p>	<p>Collection Development Plan</p> <p>Objective 3: The library's home page provides exemplary services in the electronic world</p> <p>Objective 2: Increase the use of the QandA Café by Contra Costa County residents by 25%</p> <p>Objective 3: The library's home page provides exemplary services in the electronic world</p> <p>Objective 1: Increase the number of hits on the combined databases by 10%</p> <p>Objective 3: The library's home page provides exemplary services in the electronic world</p>
<ul style="list-style-type: none"> • The library will offer programs to guide and develop K-12 students' use of library electronic resources. Library staff will provide quarterly programs, including family programs to introduce students to the Internet, review the variety of Internet sites supporting research and homework assignments. Program workshops will also focus on overall use of the Internet, including navigation, search 	<p>Goal # 2: Community members are able to obtain materials and services to pursue their own learning and meet their individual information needs</p>	<p>Objective 2: To collaborate with Hercules Recreation and community Services Department and West Contra Costa Adult Education on providing a series of programs for seniors on using computers and taking advantage of new information technology.</p> <p>Objective 3: Provide public training to assist library users navigate the library's electronic resources</p>

SERVICE	PLAN OF SERVICE	
	GOAL	OBJECTIVE
strategies and notable search sites, in addition to the introduction and searching of electronic databases.		
<ul style="list-style-type: none"> Hercules Public Library staff will work with Hercules High School staff to recruit and train high school students to tutor elementary and middle school students in math and reading. 	Goal #5: The library provides a high quality volunteer program that offers meaningful opportunities to sustain and enhance the library service program	Objective 1: Incorporate the participation of volunteers in each new service program in this planning cycle
<ul style="list-style-type: none"> Hercules Public Library staff will work with the City of Hercules to recruit seniors and other adults to tutor students K-12. WCCUSD staff will provide tutor training for the volunteers. 	Goal #5: The library provides a high quality volunteer program that offers meaningful opportunities to sustain and enhance the library service program	Objective 1: Incorporate the participation of volunteers in each new service program in this planning cycle

**HERCULES PUBLIC LIBRARY
JOINT VENTURE PROJECT
AGREEMENT**

Homework Help/Computer Center

CONTRA COSTA COUNTY LIBRARY FUNDING

CATEGORIES

Salaries and benefits:

Position	Qualifications	Hours Per Week	Cost *)
Youth Services Librarian 20/40	MLS	5 (25% of time)	\$8,975
Library Assistant 20/40	BA or Education plus Experience	10 (50% of time)	\$14,100

*) Salary and benefit costs are based on FY 02-03

Library materials:

Material	Cost
Allocation of juvenile materials budget	\$4,500 annually
Specialized software, 10 @ \$100.00 per title	\$1,000

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT FUNDING

Position	Qualifications	Hours Per Year	Cost
Adult Education Teacher for workshops	BA plus Teaching Credential	24 hours (\$50/hour)	\$1,200
Teacher to train volunteers	BA plus Teaching Credential	10 hours (\$50/hour)	\$500

CITY OF HERCULES FUNDING

Position	Qualifications	Hours Per Week	Cost
Recreation Staff Person		15 hours/week	\$11,700

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Minutes of the Board of Education Meeting

May 1, 2002

Numbers below correspond to agenda items

A. CLOSED SESSION

A.1 CALL TO ORDER

President Fenton called the meeting to order at 7:10 p.m.

A.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

A.3 RECESS TO CLOSED SESSION AS SCHEDULED

B. OPENING PROCEDURES

B.1 Pledge of Allegiance

B.2 Welcome and Meeting Procedures

B.3 Roll Call

Present: Mr. Harris, Mrs. Player, Mr. Price, Mr. Ramsey, Jennifer Archuleta, President Fenton

Absent: None

B.4 Presentation of Certificate to Jennifer Archuleta, Outgoing Student School Board Representative

President Fenton presented a certificate and thanked Jennifer Archuleta, Student School Board Representative, from De Anza High School for participation in Board of Education meetings of April 17 and May 1, 2002.

Staff Present: Paul Ehara, Alan Hersh, Linda Lester, Susie VanDeVeer, Barbara Adams, Debbie Kuykendall, Gloria Johnston, Cynthia LeBlanc, Kaye Burnside, Marcella Smith, Vince Kilmartin, Ann Francisco, Fred Stewart, Christina McCoy, Susan Wehrle, Susan Moss, Sharon Lambie, Ken McDaniels, Philip Morgan, Rog r Fahr, Tom Ventura, Kevin MacQuarrie, Sewellyn Kaplan, Lane Dubroff, Cathy Caudell, David Bautista, Tom Bertera, Dave Sano, Brian Brusatori, Felipe Langarica, Rudy Gonzalez, William Tornquist

B.5 Report of Closed Session

President Fenton asked Superintendent Johnson to introduce Linda Lester, Assistant Superintendent for Personnel Services. Ms. Lester announced out of closed session actions taken.

The Board made the following appointments for 2002-2003:

Assistant Superintendent for Fiscal Services – Ruth Vedovelli

Mrs. Player moved to ratify the contract of Assistant Superintendent for Fiscal Services. Mr. Harris seconded. Mrs. Player, Mr. Harris, Mr. Price, Mr. Ramsey, Jennifer Archuleta, and President Fenton voted yes, with no abstentions.

The Board also approved the following appointment:
Assistant Principal, Pinole Valley High – Jeffrey Crane

B.6 Agenda Review and Adoption

The following items were tabled: E.10, E.11, and F.6

Public Comment: None

Mr. Price moved approval of the agenda, seconded by Mrs. Player. Mr. Price, Mrs. Player, Mr. Harris, Mr. Ramsey, Jennifer Archuleta and President Player voted yes. There were no abstentions.

B.7 Board Minutes: April 9, April 17, 2002

Mrs. Player moved approval of the April 9, 2002 minutes. Mr. Price seconded. The April 17, 2002 minutes were tabled for correction. Mrs. Player, Mr. Price, Mr. Ramsey, and President Fenton voting yes. Mr. Harris abstained.

C. SPECIAL RECOGNITIONS AND AWARDS

C.1 Recognition of Annual West Contra Costa Unified School District Art Show 2002 coordinators and participants

Barbara Adams, Assistant Superintendent for Curriculum and Accountability, introduced Christina McCoy who presented information regarding the Art Show and Awards Program. Susan Wehrle, District Art Department Chair, displayed student art work and acknowledged district and art center representatives.

Public Comment: None

Board Comment: Mrs. Player, President Fenton

D. REQUESTS TO ADDRESS THE BOARD

D.1 John Taylor for Darnell Turner: Honoring deceased individuals

Billy Alexander, Cathy Caudell, Richard King, Kevin Rivard

E. CONSENT ITEMS

Item E.16 was pulled from the Consent Calendar.

Board Discussion: Mr. Harris

Mrs. Player moved approval of the remainder of the Consent Calendar, seconded by Mr. Harris. Mrs. Player, Mr. Harris, Mr. Price, Mr. Ramsey, Jennifer Archuleta, and President Fenton voted yes, and no abstentions.

E.16 Resolution 67-0102: Sacramento Lobbying Trip – May 8, 2002

Mrs. Player provided information for the Board and recognized President Fenton who will represent the District in Sacramento on May 8, 2002.

Public Comment: None

Board Comment: Mr. Ramsey

Mrs. Player moved approval, seconded by Mr. Harris. Mrs. Player, Mr. Harris, Mr. Price, Mr. Ramsey, Jennifer Archuleta, and President Fenton voted yes with no abstentions.

F. ACTION ITEMS

F.1 Administrative Appointments 2002-2003

This item was reported out of Closed Session.

F.2 Resolution No. 65-0102: California's "Day of the Teacher"

Mr. Price expressed recognition and appreciation of our District's teachers.

Public Comment: Terri Jackson

Board/Staff Comment: Mr. Ramsey, President Fenton

Mr. Price moved approval, Mr. Ramsey seconded. Mr. Price, Mr. Ramsey, Mr. Harris, Mrs. Player, Jennifer Archuleta, and President Fenton voted yes and no abstentions.

F.3 Language Arts Textbook Adoption

Superintendent Johnston introduced Barbara Adams, Assistant Superintendent for Curriculum and Accountability, who provided information regarding committee recommendations for the Language Arts Textbook Adoption. The recommended Language Arts Textbooks are as follows: K-5 *Open Court* and committee recommendation that the program for English Language Learners be augmented in collaboration with the Bilingual and ELD Department: 6-8; Prentice Hall: Intervention Program; Hampton-Brown, *High Point*; 9-12 Intervention Program: Scholastic *Read 180*.

Public Comment: Sewellyn Kaplan, Lane Dubroff, Terri Jackson

Board/Staff Comment: Mrs. Player, Mr. Harris, Mr. Ramsey, Mrs. Fenton, Dr. Johnston,

Mrs. Player moved approval, Mr. Price seconded. Mrs. Player, Mr. Price, Mr. Harris, Mr. Ramsey, Jennifer Archuleta and President Fenton voted yes, with no abstentions.

F.4 Public Hearing: II/USP and HPSG School Plans

Superintendent Johnston called on Susie VanDeVeer, Assistant Superintendent for Instructional Support Services, who presented information regarding the California Department of Education identified schools. Both grants require schools to develop focused plans to improve achievement. All plans meet the CDE standards. Board approval of the plans and certification are necessary.

Public Comment: Darnell Turner

Board/Staff Comment: Mr. Ramsey, Mr. Harris, President Fenton

Mr. Ramsey moved approval, Mr. Price seconded, with Mr. Ramsey, Mr. Price, Mrs. Player, Mr. Harris, Jennifer Archuleta and President Fenton voting yes, and no abstentions.

F.5 Presentation of 2002-2003 School Plans

Superintendent Johnston introduced Susie VanDeVeer, Assistant Superintendent for Instructional Support Services, who called on Susan Moss, Acting Director of Consolidated Programs. Mrs. Moss presented information on work done at schools and at the District level regarding the 2002-2003 plans. Final plans and budgets are presented for Board approval.

Public Comment: Billy Alexander

Board Comment: Mr. Ramsey

Mr. Price moved approval, Mrs. Player seconded with Mr. Price, Mrs. Player, Mr. Harris, Mr. Ramsey, Jennifer Archuleta, and President Fenton voted yes and no abstentions.

F.6 2002-2003 Consolidated Programs Allocation Plan

Item F.6 Tabled until a future meeting.

F.7 Resolution 63-0102: Providing for the Issuance and Sale of General Obligation Bonds, Election of 2002, Series A, of the District in Aggregate Principal Amount of \$30,000,000

Vince Kilmartin, Associate Superintendent for Business and Operations, brought information regarding resolution for the sale of the Measure D Bonds scheduled to take place in June 2002. Ms. Acquacena Lopez, Bond Counsel, gave information regarding the first in a series of eight of the Measure D Bonds to be issued.

Public Comment: None

Board Comment: Mr. Ramsey, President Fenton, Mr. Harris

Mr. Price moved approval, Mr. Ramsey seconded with Mr. Price, Mr. Ramsey, Mrs. Player, Mr. Harris, Jennifer Archuleta, and President Fenton voting yes and no abstentions.

F.8 Resolution 64-0102: Waiver of Bidding Requirements of Hercules Middle/High School Portable Buildings, Lockers, Locker Pavilion, Landscaping, and Related Work Per Public Contract Code Section 20113

Vince Kilmartin, Associate Superintendent for Business and Operations, provided information regarding an emergency waiver to begin bidding of projects at Hercules Middle/High School.

Public Comment: None

Board/Staff Comment: Mr. Ramsey, Superintendent Johnston, Mr. Harris, President Fenton

Mr. Price moved approval, Mr. Ramsey seconded with Mr. Price, Mr. Ramsey, Mrs. Player, Mr. Harris, Jennifer Archuleta, and President Fenton voting yes with no abstentions.

G. DISCUSSION ITEMS

G.1 Analysis of Recruitment, Selection, Placement, Training and Support

Superintendent Johnston called on Linda Lester, Assistant Superintendent for Personnel Services, who presented information regarding the analysis prepared by The New Teacher Project.

Public Comment: None

Board/Staff Comment: Mrs. Player, Mr. Harris, Superintendent Johnston, Mrs. Fenton

G.2 Presentation of Proposals for Negotiations with Public Employees Union, Local One

Alan Hersh, General Counsel

Public Comment: None

Board Comment: None

G.3 Boundary Policy Proposal

Vince Kilmartin, Associate Superintendent for Business and Operations, reviewed current Board Policy and the charter given to the current Boundary Committee, as well as criteria proposed by the Board. President Fenton provided further information regarding school boundaries.

Public Comment: Eduardo Rodriguez, Phil Lawson, Connie Delaney

Board/Staff Comment: Mr. Harris, Mr. Ramsey, Dr. Johnston, Mrs. Player

G.4 Status Reports

Standing reports on the status of the following:

- Boundary Committee Update
- Hercules Middle/High School
- Hercules New School Site
- Measure M
- Richmond Middle School
- Stewart Elementary

Due to the lateness of the hour, Vince Kilmartin, Associate Superintendent for Business and Operations, offered to answer any questions the board might have regarding the status reports provided in the packets.

Public Comment: None

Board/Staff Comment: Mrs. Player, Mr. Kilmartin, Mr. Price

H. UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item D)

None

I. COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

Mr. Ramsey, Jennifer Archuleta, President Fenton, Mr. Harris, Superintendent Johnston

J. ADJOURNMENT

President Fenton adjourned the public meeting to closed session at 10:12 p.m.

GLJ: dk

Min5.01

Complete Board meeting packets are available for review at the Administration Building, the District's six high schools and at public libraries throughout West County.

Regularly scheduled Board meetings are broadcast live over Radio Stations KECG 88.1 and 97.7 FM. Tapes of Board meetings are kept on file in the Communications Office.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

**JOHN F. KENNEDY HIGH SCHOOL CAFETERIA
4300 CUTTING BOULEVARD
RICHMOND, CA 94804**

May 1, 2002

The Board Meeting will begin at **5:30 p.m.** in the Cafeteria. Anyone wishing to address the Board regarding proposed session items may speak at this time. The Board will then adjourn to **Closed Session** in the Teacher Cafeteria.

CLOSED SESSION

A.1 CALL TO ORDER

A.2 DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION (Government Code 54957.7)

A.3 RECESS TO CLOSED SESSION AS SCHEDULED

See Exhibit A

(Government Code Section 54954.5)

The **Open Session** will resume at the end of the **Closed Session** in the Cafeteria at approximately 7 p.m.

***Notice: Beginning June 5, 2002, Board of Education Meetings will be held at:
Pinole Valley High School Cafeteria, 2900 Pinole Valley Road, Pinole, CA 94564***

EXHIBIT A.
(Government Code Section 54954.5)
CLOSED SESSION AGENDA

May 1, 2002

CONFERENCE WITH REAL PROPERTY NEGOTIATOR

1. Negotiators: WCCUSD GENERAL COUNSEL/Alan S. Hersh
WCCUSD ASSOCIATE SUPERINTENDENT FOR BUSINESS AND
OPERATIONS/Vince Kilmartin.
2. Property: New Pacific Properties (Victoria by the Bay). San Pablo Avenue between
Willow and Linus Pauling, Hercules, CA. Price and all terms of agreement.
3. Property: City of Hercules, Craftsman Drive, Hercules, CA. Price and all terms of
agreement.
4. Property: Cortez, 627 So. 30th Street, Richmond, CA 94801. Price and all terms of
agreement.
5. Property: Harbour Way North and Cutting Boulevard, Richmond, CA. Price and all terms
agreement.
6. Property: Approximately 17 acres, John Muir Way at San Pablo Avenue, Hercules, CA.
Price and all terms of agreement.
7. Property: Approximately 8.23 acres (parcel 404-020-057), located in Hercules, CA. Price
and all terms of agreement.

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

[Government Code Section 54956.9(a)]

1. WCCUSD v. NMHC
2. WCCUSD v. Sparks Roofing
3. Central Valley Builders Supply v. WCCUSD
4. WCCUSD v. BYL Phase V Associates
5. King v. WCCUSD
6. Blackman v. WCCUSD
7. Comerica v. WCCUSD

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED/POTENTIAL LITIGATION

[Government Code Section 54956.9(b)]

Five cases.

CONFERENCE WITH LEGAL COUNSEL-INITIATION OF LITIGATION
[Government Code Section 54956.9(c)]

1. Audit of 1996-97 Attendance

LIABILITY CLAIMS (Government Code Section 54956.95)

CONFERENCE WITH LABOR NEGOTIATORS

- a. WCCUSD GENERAL COUNSEL/Alan S. Hersh
- b. Employee Organizations
 - UTR
 - Local One
 - School Supervisors Association
 - WCCAA
- c. Unrepresented Employees
 - Confidential and Management

PUBLIC EMPLOYEE APPOINTMENT

Assistant Superintendent, Fiscal Services
Elementary Principal
Elementary Vice Principal
Necessary Small School Coordinator
Assistant Principal

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

STUDENT DISCIPLINE (Education Code Section 35146)

- a. Expulsions

EMPLOYEE DISCIPLINE/DISMISSAL/TERMINATION (Government Code Section 54957)

- a. Public Employee Discipline, Release, Termination

REPORT OF CLOSED SESSION ACTIONS, if any.

B. OPENING PROCEDURES

- B.1 Pledge of Allegiance**
- B.2 Welcome and Meeting Procedures**
- B.3 Roll Call**
- B.4 Presentation of Certification to Jennifer Archuleta, Outgoing Student School Board Representative**

Comment:

Jennifer Archuleta served as Student School Board Representative for Board of Education meeting dated April 17 and May 1, 2002.

Recommendation:

For Information Only

- B.5 Report of Closed Session**
- B.6 Agenda Review and Adoption (Public Comment)**
- B.7 Board Minutes: April 9; April 17, 2002**

C. SPECIAL RECOGNITIONS AND AWARDS

- C.1 Recognition of Annual West Contra Costa Unified School District Art Show 2002 coordinators and participants.**

Comment:

The District would like to acknowledge coordinators and participants of the Annual West Contra Costa Unified School District Art Show 2002, held March 3 – May 10, 2002. The awards program will be held on Friday, May 3, 2002 at the Art Center.

District Personnel

Jennifer Jennings, Director, Professional Development
Christina McCoy, Administrator
Marcia Fausset, Staff Secretary, Professional Development

Richmond Art Center Coordinators

Suzanne Tan, Director
Nancy Mizuno Elliot, Exhibitions Director
Nina Gruen, Board President, Head Secretary
Amy Stimmel, Exhibitions Coordinator

Elementary Art Show Coordinators

Pat Brothers, Olinda Elementary
Linda Becker, Valley View Elementary

Secondary Art Show Coordinators

Susan Wehrle, District Art Dept. Chair
Charlene Gordon, Hercules Middle/High
Daisy Keihn, De Anza High
Jan Turner, Pinole Valley High
Jan Carson, Pinole Valley High
Miriam Fabbri, Adams Middle School
Bob Aquistapace, Kenndy High
Rosalind Harrison, Kappa High
Mary Kuntz-Cote, Richmond High

Recommendation:

For Information Only

REQUESTS TO ADDRESS THE BOARD (Education Code 35145.5; Government Code 54950 et seq.)

"Requests to Address the Board" is to provide members of the public an opportunity to speak to the Board about any matter not on the agenda but is under the jurisdiction of the Board. Approximately 30 minutes will be allocated for this item. If there are more requests to speak than can be heard within this time limit, Requests to Address the Board will continue after Item G. Individuals wishing to speak must submit a "Request to Address the Board" form prior to the beginning of this item on the agenda. There is a three-minute time limit for each address. "yielding of time" or "substitutions of speakers" is permitted. The Board will automatically refer to staff any formal written requests that are brought before them at this time. Written matters may be placed on a future meeting agenda.

D.1 Darnell Turner: Honoring deceased individuals

BUSINESS ITEMS

CONSENT ITEMS (Routine Matters)

Consent Calendar Items designated by "CI" are considered routine and will be enacted, approved, or adopted by one motion, unless a request for removal, discussion, or explanation is received from any Board member.

CI E.1 Contracts for Professional Services

Comment:

Permission is requested of the Board of Education to approve contracts for professional services as May 1, 2002.

Recommendation:

Recommend Approval

CI E.2 Grants/Awards/Agreements

Comment:

Formal acceptance is requested from the Board of Education to accept grants/awards/agreements as of May 1, 2002.

Recommendation:

Recommend Approval

CI E.3 Acceptance of Donations

Comment:

The West Contra Costa Unified School District has received donations as of May 1, 2002. The estimated values for any non-cash donation are those provided by the donor.

Recommendation:

Recommend Approval

CI E.4 Approval of Routine Personnel Changes

Comment:

Routine personnel changes include actions to hire, promote, or terminate certificated and classified employees in accord with appropriate laws, established policies and procedures.

Recommendation:

Recommend Approval

CI E.5 SB 65 – School Based Pupil Motivation and Maintenance

Comment:

Grant applicants are required to have Board approval for submitting applications for a SB65 School Based Pupil Motivation and Maintenance implementation grant. Each grant is worth \$50,000. The legislation SB65 calls for the employment of an Outreach Consultant and defines the position as a person knowledgeable about school programs and operations, community agencies and resources, and business and employment opportunities, and one who is capable of coordinating these systems and resources to support the needs of highly at-risk pupils. The ultimate goal of the program is to reduce the number of dropout students at the high schools in the applicant clusters.

The schools are: Bayview, Coronado, Dover, Downer, Grant, King, Lincoln, Montalvin, Peres, Verano, Stege, Washington, Helms Middle School, and El Cerrito High School.

Recommendation:

Recommend approval of grant applications

CI E.6 Adoption of Resolution No. 62-0102: Replacement of Outdated Warrants

Comment:

Government code Section 29802(c) allows the governing board, by resolution, to order a replacement check be issued for a warrant that is stale dated. This resolution authorizes the issuance of checks to replace the outdated checks for Beatrice A. Walker, and Burnell F. A. Hirtle.

Staff recommends replacement of the stale dated warrant.

Recommendation:

Recommend Approval

CI E.7 Add Personal Safety to Adult Education Offerings

Comment:

It is requested that the Board approve Course No. 09.090.120 as a new Adult Education class.

Recommendation:

Recommend Approval

CI E.8 Add Emergency Medical Technician Course to Adult Education Offerings

Comment:

It is requested that the Board approve Emergency Medical Technician, course number 06.079.374, as a new Adult Education class.

Recommendation:

Recommend Approval

CI E.9 Agreement between West Contra Costa Adult Education (WCCAE) and Shields Nursing Center

Comment:

It is requested that the Board approve the collaboration agreement between WCCAE and Shields Nursing Center to provide clinical training for WCCAE's Nursing Assistant program.

Recommendation

Recommend Approval

CI E.10 Agreement between West Contra Costa Adult Education (WCCAE) and Kaiser Permanente Medical Center

Comment:

It is requested that the Board approve the collaboration agreement between WCCAE and Kaiser Permanente Medical Center to provide clinical training for adults of WCCAE's Emergency Medical Technician program.

Recommendation

Recommend Approval

CI E.11 Agreement between West Contra Costa Adult Education (WCCAE) and Doctors Medical Center

Comments

It is requested that the Board approve the collaboration agreement between WCCAE and Doctors Medical Center to provide clinical training for WCCAE's Emergency Medical Technician program.

Recommendation:

Recommend approval of Collaborative Agreement

CI E. 12 Principal Coaches Consultant Services Approval

Comment:

Under the direction of the Regional Superintendent and in communication with the coach coordinator, the principal's coach is to work as a "critical" friend to implement "7 Areas of Focus." Coaches will support the principal expectations that include time in classrooms using walk protocol for feedback and dialogue.

7 Areas of Focus for School Improvement

1. Identify and implement a school-wide instructional focus.
2. Develop professional collaboration teams to improve teaching and learning.
3. Identify and use effective, research based teaching practices.
4. Create a targeted professional development plan.
5. Re-align resources to support the instructional focus.
6. Engage families and community in supporting the instructional focus.
7. Create an internal accountability system linked to student learning goals that promote measurable gains for every student.

Recommendation:

Recommend approval of Consultants to work with school principals to identify, provide, and implement school-wide instructional focus and to develop professional collaboration teams to improve teaching and learning.

Lake School Elementary
Portola Middle School
King School Elementary

Noli-Porter Associates
Ahlers & Long Associates
Ahlers & Long Associates

CI E.13 Board Policy

Comment:

The following board policy has been revised with minor changes to comply with state and federal laws.
BP 1312.3 Uniform Complaint Procedures

Recommendation:

Recommend Approval

CI E.14 Hercules Public Library Joint Venture Agreement

Comment:

The City of Hercules is applying for a grant to fund a new Public Library with expanded hours. If the grant is approved, students and parents will have access within that community to the book collection, Internet for research, tutoring, and parent training. Funding, if available, for our portion of the collaboration will come from Adult Education and School Linked Services. There is no General Fund contribution.

Recommendations:

Recommend Board Approval of Hercules Public Library Joint Venture Agreement

CI E.15 HPSG Waiver of Deadline for HPSG Plan Completion

Comment:

The original date per legislation for submission of the HPSG documents to CDE was March 15. CDE published the schools selection and program requirements after March 15, 2002. This made it impossible to meet the deadline. Districts were given a waiver to submit by May 15, 2002.

Recommendations:

Recommend Board Approval of Waiver Request

CI E.16 Resolution No. 67-0102: Sacramento Lobbying Trip – May 8, 2002

Comment:

The Board of Education supports lobbying efforts at the State Capitol on May 8, 2002. This lobbying endeavor is intended to bring a message to the attention of state leaders to advocate for the needs of California's public schools.

Recommendation:

Recommend Approval

ACTION ITEMS

F.1 Administrative Appointments 2002-2003

Comment:

The following administrative appointments will be reported for 2002-2003:

Assistant Superintendent, Fiscal Services
Elementary Principal
Elementary Vice Principal
Necessary Small School Coordinator
Assistant Principal

Recommendation:

Recommend Approval

F.2 Resolution No. 65-0102: California's "Day of the Teacher"

Comment:

We wish to recognize all of the teachers who give their energy, their intellect, their commitment, and their love to the students of the West Contra Costa Unified School District with a resolution proclaiming May 2002, the "Day of the Teacher." The theme of 2002 – "The Magic of Teaching Continues" emphasizes the art of teaching which creates magic for our students in classrooms throughout the district.

Recommendation:

Recommend Approval

F.3 Textbook Adoption – B. Adams

Comment:

Forty-five teachers and ten school administrators representing twenty-three elementary schools, four middle schools and two alternative schools participated in the district's Language Arts Textbook Adoption Committee. Nine other committee members represented the Bilingual/ELD Services, Consolidated Programs, Curriculum, Professional Development and Summer School Departments. The Language Arts Textbook Adoption involves grades K-5, 6-8 and an intervention program.

Because the State Board of Education approved the Language Arts standard-based materials on January 2002, the district began the adoption process. There were four meetings: March 11, March 18, March 2

and April 15, each lasting three and one half hours to four hours in duration. The adoption committee heard the presentations from the publishers and then did a thorough comparison in grade level groups. Teachers and administrators individually evaluated the materials that were on display at the Alvarado Adult Education Center on Thursday, March 22, Friday, March 23, and Saturday, March 24.

The programs reviewed that have been approved by the state are (for Grades K-5/6) Houghton-Mifflin, *Legacy of Literacy* and SRA-McGraw-Hill, *Open Court Reading*; (for Grades 6-8) Glencoe, *The Reader's Choice*; Prentice-Hall, *Timeless Voices, Timeless Themes*; Holt-Rinehart & Winston, *Literature and Language Arts*; McDougal-Littell, *Reading and Language Arts Programs*; (for intervention) Glencoe, *Language!*; Hampton-Brown, *High Point*; Scholastic, *Read 180*; The Wright Group, *Fast Track*; and SRA-McGraw-Hill, *Reach*.

At the April 15, 2002 Meeting, there were 8 additional teachers, 3 additional administrators and additional district office personnel and the President of UTR in attendance. The committee members reviewed the ELL materials for state approved programs, *Open Court* and *Houghton Mifflin*, and recommended that additional components be added to the ELL portion of *Open Court*.

The recommended Language Arts Textbooks are as follows: K-5 *Open Court* and committee recommendation that the program for English Language Learners be augmented in collaboration with the Bilingual and ELD Department; 6-8: Prentice Hall; Intervention Program: Hampton-Brown, *High Point*; 9-12 Intervention Program: Scholastic *Read 180*.

Financial Impact: Total cost of textbooks is approximately \$4,398,523.73 . We will receive a block grant of \$1,118,720 for state textbooks and materials (\$32 per student x 34,980 students). Because this is a block grant which includes library books and materials for all core subjects it has not been determined at this time how much of this block grant will be used to support the purchasing of language arts materials.

Recommendation:

Recommend Approval

F.4 Public Hearing: II/USP and HPSG School Plans

Comment:

The CDE has identified 8 schools--El Sobrante, Nystrom, Peres, Riverside, Stege, Verde, Washington, and Richmond--to participate in the II/USP Cohort 3 program. In addition, 12 schools-- Dover, Downer, Grant, Adams, Helms, King, Lincoln, Nystrom, Peres, Verde, Kennedy, and Richmond High--are identified to participate in the High Priority Schools Grant (HPSG). Four schools will participate in both II/USP and HPSG. Both grants require schools to develop focused plans to improve achievement. In addition II/USP schools must address 4 questions regarding student achievement and fill out the appropriate documents and assurances. HPSG schools must answer 7 questions and fill out the appropriate documents and assurances. All plans presented meet the CDE standards. Board approval of the plans and certification are necessary. Grant documents must be sent to CDE by May 15, 2002.

Recommendation:

Recommend Approval of the Plans and certification that the Plans contain all of the essential elements.

* **F.5 Presentation of 2002-2003 School Plans**

Comment:

Board members will receive a packet with executive summaries. In addition, two copies of each school plan, with budgets, will be placed in the Board Room. School Site Councils have approved plans and budgets.

Recommendation:

Recommend Approval of 2002-03 School Plans

* **F.6 2002-2003 Consolidated Programs Allocation Plan**

Comments

The 2002-2003 Allocation Plan reflects proposals for Title I, School Improvement Program, and EIA/LEP. The plan has been developed with parental and staff input via surveys and advisory committees.

Recommendation:

Recommend Approval of the 2002-2003 Consolidated Programs Allocation Plan

* **F.7 Resolution 63-0102: Providing for the Issuance and Sale of General Obligation Bonds, Election of 2002, Series A, of the District in the Aggregate Principal Amount of \$30,000,000**

Comment:

More than 55% of the votes cast on the March 5, 2002, general election were in favor of the issuance of \$300 million general obligation bonds. This resolution will initiate proceedings for the issuance of the General Obligation Bonds, Election of 2002, Series A, in the amount not to exceed \$30 million, pursuant to the general obligation bond law provisions of the California Government Code. This resolution will authorize the sale and specify all of the terms and provisions of the Series A bonds, including provisions governing redemption and payment of the bonds.

Recommendation:

Recommend Approval of Resolution 63-0102

* **F.8 Resolution 64-0102: Waiver of Bidding Requirements for Hercules Middle/High School Portable Buildings, Lockers, Locker Pavilion, Landscaping, and Related Work Per Public Contract Code Section 20113**

Comment:

With the passage of Measure D, planning for the interim expansion of the Hercules Middle/High School facility can commence. In order to meet the current anticipated enrollment of over 250 students in the fall we need to place 10 additional portable buildings including a restroom portable on the campus, install lockers, a locker pavilion and make various landscape improvements. Infrastructure for a total of 19 portables will be planned and will be leased or purchased as appropriate at a later date if required. Planning for permanent structures on the Hercules campus has commenced.

Pursuant to PCC section 20113, due to the serious nature of overcrowding at the Hercules Middle/High School campus, the circumstances described herein constitute a general emergency which would seriously impact the safe and orderly operation of school classes.

The District will solicit competitive sealed bids for this work to ensure that work is completed at the lowest possible cost.

The District will request approval of this action from the County Superintendents of Schools.

Recommendation:

Recommend Approval of Emergency Resolution No. 64-0102

G. DISCUSSION ITEMS

G.1 Analysis of Recruitment, Selection, Placement, Training and Support

Comment:

The New Teacher Project conducted an analysis of our teacher recruitment practices and made many recommendations which are included in this report. Staff will highlight the major issues.

Recommendation:

For Information/Discussion Only

G.2 Presentation of Proposals for Negotiations with Public Employees Union, Local One

Comment:

The West Contra Costa Unified School District staff and Board of Education have developed proposals for labor negotiations with Public Employees Union, Local One. Pursuant to the Educational Employment Relations Act, "sunshining" procedures require that the District present the proposals to the public at an open Board meeting. This requirement is completed at the Board meeting of May 1, 2002.

The documents will be submitted to the Board of Education and public at the meeting.

At a subsequent Board meeting, the public will be invited to comment on the proposals at a public hearing, and the Board will be asked to adopt the proposals. No public comment or Board discussion occurs at the current meeting.

Recommendation:

Public Notice Only; No Action or Discussion Required

G.3 Boundary Policy Proposal

Comment:

The present West Contra Costa Unified School District Board Policy BP 5116, last updated October 16, 1996, does not include specific guidelines for school site loading, the process for updating boundaries, or the criteria for designing boundaries. A district advisory committee on boundary revisions (to include the new Richmond Middle School) has met ten times since November 1, 2001. Staff and the advisory committee need direction from the Board prior to proceeding with boundaries and planning for Measures M and D. A proposed draft will be provided by Board President Fenton for discussion as a first draft revision to BP 5116.

Recommendations:

For Information/Discussion Only

G.4 Status Reports

Comment:

These are standing reports on the status of the following:

Boundary Committee Update
Hercules Middle/High School
Hercules New School Site
Measure M
Richmond Middle School
Stewart Elementary

Recommendation:

For Information Only

UNFINISHED REQUESTS TO ADDRESS THE BOARD (continued from Item D)

COMMENTS OF THE BOARD OF EDUCATION AND SUPERINTENDENT

ADJOURNMENT

At 10:00 p.m., any items remaining on the agenda that require immediate attention will be moved to this time. All other items will be tabled for another, or the following Board meeting, in order to make fair and attentive decisions. The meeting will adjourn at 10:30 p.m. The meeting may be extended by a majority vote of the Board of Education.

The public may address items which are marked with an asterisk (*)